



MINOR SUBDIVISION CHECKLIST

Project Name: _____

Town Code Section 12 Form of Presentation of Minor Subdivision Plat

The information hereafter required as part of the Minor Subdivision Plat submittal shall be shown graphically or by note on plans, or by letter, and may compromise several sheets showing various elements of required data. All mapped data for the same plat shall be drawn at the same standard engineering scale. The scale shall be not be smaller than one inch equals 100 feet.

All Minor Subdivision Plat submittals shall include the following:

1. ☐ Letter of intent from the developer describing the subdivision and proposed name of subdivision and its location by Section, Township and Range, reference by dimension and bearing to an acceptable government section or quarter-section corner. The proposed subdivision name shall not duplicate any other recorded plat in Clarkdale or adjacent communities. The subdivision name should be carefully considered as it will become part of the public record once a Preliminary Plat has been submitted.
2. ☐ Name, address and telephone number of record owner of property, and of the applicant if not the record owner.
3. ☐ Name, title, address and telephone number of engineering, land planning, surveying, architectural firm or individual preparing the plat.
4. ☐ Name and address of all property owners within 300 feet. Name, book and page number of any recorded subdivision adjacent to or having common boundaries with this plat.
5. ☐ Scale (written and bar graph), north point and date of preparation including dates of any subsequent revision.
6. ☐ Total subdivision acreage and dimensions. Do not include previously dedicated rights-of-way in this figure.
7. ☐ Fully dimensioned boundary lines.
8. ☐ A vicinity map which shows the relationship of the proposed subdivision to main traffic arteries and any other facilities and developments which locate the subdivision. This map may be on the Preliminary Plat, but, if it is not practical, then a separate map showing title, scale, north point and date shall be provided.
9. ☐ Names, locations and widths of adjacent streets, highways, ways, railroads and utility easements including streets and rights-of-way providing legal access to the property.

10. ☐ The width and approximate locations of all existing or proposed public or private easements or rights-of-way for streets, ways, trails, drainage, sewers, public utilities, flood control purposes, access to adjacent public land, or other community facilities.
11. ☐ Lot dimensions (scaled); dimensions of all corner lots, all lots of more than four sides and lots of curvilinear sections of streets; each lot numbered individually and consecutively; total number of lots or dwelling units.
12. ☐ A report by a sanitary engineer describing proposed waste water disposal.
13. ☐ Locations, elevations, and sizes of culverts, storm drains and detention facilities. This information shall be reviewed by Yavapai County Flood Control District using criteria contained in the Reference Storm Water Detention Material and Drainage Criteria memorandum. Subdivider will be required to abide by their recommendations.
14. ☐ The locations of floodway and floodplain boundaries and base flood elevations as determined on Federal Emergency Management Agency (FEMA) Flood Maps and the location of other water courses and land subject to inundation or flood hazard.
15. ☐ Proposed cut and fill areas showing original and proposed grade levels with elevations and contours.
16. ☐ Location and dimensions of all existing or proposed structures, walls, fences, irrigation ditches, water wells, pipelines, utilities, and other physical features. Plat shall indicate which improvements are to remain, be altered or removed.
17. ☐ Letters of serviceability for all utilities proposed to service the subdivision.
18. ☐ Contour interval shall be such as to adequately reflect the character and drainage of the land.
19. ☐ The zoning of all adjacent land.
20. ☐ Any deed restrictions or covenants and property owners association agreements to be or are imposed upon the plat or any part thereof.
21. ☐ A Site Evaluation Report, conducted by a Registered Civil Engineer, which evaluates the existing drainage on the site, and which assesses the need for the conduct of Phase I and/or Phase II drainage report.

Comments: